

8 October 1974

MEMORANDUM FOR: Chief, Policy and Plans Group

SUBJECT : A&TD Monthly Report Submission

BUDGET & FISCAL BRANCH

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1. A budget covering the Transition Quarter (1 July-30 September 1976) was submitted in the amount of [REDACTED] which is a little more than [REDACTED] of the FY 1976 budget.

2. A five-year OS budget projection for FY 1976 through FY 1980 has been submitted. The only changes anticipated in the budget levels for the several fiscal years are in the area of Personal Services, where the generally accepted practice is to provide a 1% annual increase for promotions, PSI's, etc.

3. To support the DDA's monthly financial meetings with the Office Directors, a list of planned obligation rates by month for each OS primary fan has been submitted to the DDA Plans Staff.

TRAINING BRANCH

1. The Reindoctrination Program is almost ready for launching. A few more textual refinements and some new view-graphs should complete the package. In anticipation of an early beginning to the Program, the auditorium has been reserved for thirty periods from 29 October to 12 December. The procedure for scheduling employees is also under review.

2. The Security Officers' Training Course is in its second week and in the skills training phase. The first week of organizational briefings was, according to the critiques received, quite successful.

PERSONNEL BRANCH

1. The working papers for the OS FY 75 Personnel Development Program have been received. The deadline date for submission of the Program is 1 November 1974.

2. Discussions are continuing with PMCD regarding our request for the creation of an "investigator pool."

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3. PMCD advises that they prefer to hold up implementation of the survey results pending the return of [REDACTED] from an overseas TDY.

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4. A paper is being prepared for submission to the Office of Personnel which will attempt to clarify our many questions regarding qualifying service for CIARDS.

[REDACTED]  
Acting Chief, Administration  
and Training Division

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